

Maine Department of Transportation

# COMMUNITY GATEWAYS PROGRAM 2004

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*"Helping to Build Maine Communities"*

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**Application Deadline:**  
***Friday, January 30th, 2004***

Submit Application to:  
Community Gateways Competition \* Environmental Office  
Maine Department of Transportation \* 16 State House Station  
Augusta, Maine 04333-0016

MAINE DEPARTMENT OF TRANSPORTATION  
ENVIRONMENTAL OFFICE  
LANDSCAPE UNIT

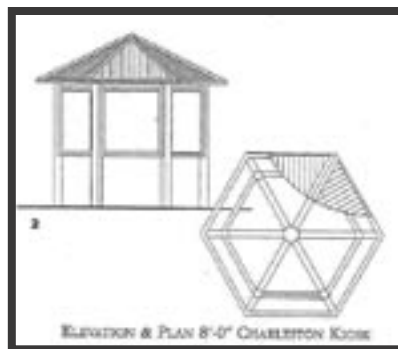
## COMMUNITY GATEWAYS 2004

The MaineDOT Community Gateways Program is designed to assist Maine communities to enhance transportation corridors and community landscapes for the people they serve. This program allows MaineDOT to encourage and support projects that use innovative efforts towards the creation and maintenance of Community Gateways Projects. The ultimate goal of the program is to encourage citizen and community involvement concerning the development, implementation, and support for community enhancement programs.

**NOW GRANTS: of \$500 up to \$10,000**

Comprehensive Community Gateways Programs could combine projects including:

- Gateways signage
- Street trees
- Streetscape improvements
- Benches or planters
- Fountains
- Flagpoles, flags, banners
- Information kiosks
- Landscape site improvements
- Interpretive signage
- Pedestrian walk area improvements



Projects that contribute towards comprehensive programs for community centers, urban compact areas, and community growth centers by stimulating community involvement and volunteerism, will be favored.

And, we challenge you for creative ideas to highlight our Maine communities, our cultural gateways, to improve important public spaces, and to enhance communities along a transportation corridor as possible Community Gateways Projects!

## PROJECT PROPOSALS:

Examples of eligible projects include:

- **Landscaping** such as street trees, shrub massing, perennials, raised planters, stone walls, and berms to enhance a community, park, or important public space or to achieve an entry or traffic calming effect at significant entrances to a community or region.
- **Visual access** or visual improvements and enhancement of significant cultural, historic, or natural resources adjacent to the transportation corridor to enhance and define the traveler's entrance into the community.
- **Public space improvements** including revitalization of parks, town plazas, fountains, bus stops, or intersections along transportation corridors.
- **Gateway signage** that announces arrival into a community center or assists visitors to reach local points of interest, or interpretive or historical signage.
- **Streetscape improvements** including benches, trash receptacles, bollards, lighting, planters, kiosks, pedestrian walkways, or crosswalks.



Sherman

## ELIGIBLE AND INELIGIBLE COSTS:

**Eligible Costs:** Examples of costs eligible for reimbursement are those associated with purchase of one or more of the following:

- Custom made sign(s).
- Architectural construction materials and features such as wall stone, brick, fencing, bollards, etc.
- Site construction materials incidental to construction including top soil, back fill, gravel, conduits, concrete, asphalt, etc.
- Plant materials including trees, shrubs, and perennials and incidental planting installation materials including soil amendments, peat moss, fertilizer, tree stakes, mulch, etc.

**Costs Ineligible for Reimbursement:** Examples of costs that are NOT eligible for reimbursement include:

- Purchase of machinery or equipment.
- Purchase of annual flowers.
- Purchase of land or land charges.
- Shipping fees.

**Partnership Match Eligible** Items the community may include as **local MATCH contribution:**

- Municipal employee salary, fringes and overhead costs expended directly on the installation and construction of the project.
- Labor and equipment expenses of a contractor hired to construct and install the Community Gateway project.
- Volunteer labor, machinery and equipment used during installation and construction of the Community Gateway Project.
- Donated materials such as bark mulch, plants, advertisement, etc..
- Labor or materials donated or purchased for maintenance.



### **Reimbursement and Requirements:**

This **Grant Competition** includes a **PARTNERSHIP MATCH** to encourage community involvement, volunteerism, and public participation as a match for MaineDOT funding of purchases. MaineDOT will reimburse for purchases of materials that municipal employees, volunteers, or members of service organizations have used or installed, with their labor included in the municipal portion of the match. Or, if a project includes installation of a fabricated product such as signs or a gazebo, then a **MATCH** could include installation and also plantings, or view clean-up, or building benches for the area. Almost any volunteer projects within the community may be considered for use as part of the community's **MATCH** as long as documented before final reimbursement.

Projects will receive reimbursement for capital improvements only, in that these funds are intended for the purchase of products and materials. The municipality receiving the grant must provide purchase funds or in-kind services to perform project planning and to install and maintain the state funded materials within the grant time-frame. The municipality must act as the contract letting and administration authority where contract installation is involved. The maximum amount of state funds awarded will be up to **\$10,000** per municipal application.

## **FUNDING REVIEW AND CRITERIA:**

Grant Applications will be evaluated on a competitive basis by representatives of the Maine Department of Transportation. Proposals will be judged on the basis of fulfillment of the overall purpose and objectives of the proposal and the Community Gateway Program, completeness of the application, and project consistency with MaineDOT policy, safety, design, and operations guidelines. Other factors that will be considered include:

1. Level of public support for the project as reflected in existing local plans (e.g., comprehensive plans, Quality Main Street Plans, etc.)
2. How well the project connects with existing or planned facilities.
3. Realistic implementation of the proposal.
4. Project effectiveness in leveraging other funding (CDBG, Project Canopy Grants, USDA Forestry grants, EPA/DEP 319 grants, public/private partnerships, volunteer participation, etc.)
5. Number and diversity of people who would benefit from the proposal.
6. Accessibility of the project to potential users.
7. Cost effectiveness and clarity of plans for implementation of the project.
8. Commitment to continued maintenance and operation of the project.

9. Anticipated sources of future funding for continuation of the project or program.
10. Potential for broader application.
11. Benefits in safety, economic development, and/or environmental quality.
12. Aesthetic quality and the ability of the project to enhance the community.
13. Appropriateness of plant species and construction techniques.
14. Maintenance of planting and/or construction features.
15. Conformance to established roadside safety and maintenance practices and guidelines, such as safety clear zones and avoidance of creating hazards.
16. Relationship to recent or past MaineDOT projects or impact on community landscape.
17. Contributions towards goals of municipal comprehensive plan.

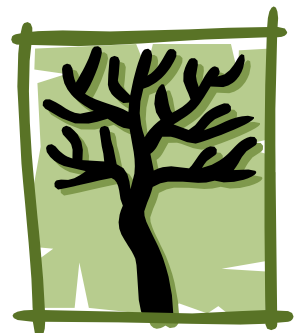
## OTHER REQUIREMENTS

**Historic Preservation:** The Community Gateway Project should be planned and undertaken in a manner that minimizes impacts on historic properties as defined by the National Historic Preservation Act of 1966, as amended. Successful Applications may be submitted to the Maine Historic Preservation Commission for formal review, particularly if any National Register eligible or historic structures or properties are involved. For this purpose the Application should address any potential historic impacts and their location on a location map, preferably a 7 1/2' USGS topographic map or titled copy of same.

**Safety Training:** Applications that receive conditional approval, (see Funding Review and Criteria - page 4), must have at least one person who will attend or has attended the MDOT "Work Zone Traffic Control" one day training session sponsored by MaineDOT Local Roads Center (207)-624-3270.

**Maintenance:** Successful Grant applicants will be required to enter into a cooperative Maintenance Agreement with MaineDOT to provide appropriate maintenance. A sample agreement is included in the appendix.

Failure of conditionally approved applicants to meet these requirements will void any grant project approved.





## ELIGIBLE ENTRANTS:

Proposals may only be submitted by units of government within municipalities that can execute and honor a cooperative agreement with MaineDOT (a necessary requirement for MaineDOT to transfer funds.) Please coordinate with your city or town manager/administration. Each municipality may submit only ONE grant proposal per advertisement period.

## TIME TABLE:

Applications must be postmarked or hand delivered no later than **4:30 PM, Friday, January 30, 2004.**

Successful applicants will be notified by the MaineDOT of conditional project approval by **March 19, 2004.** The grant award document and all necessary forms should be signed by the successful grant recipient (an authorized municipal official) and returned within ten working days after receiving the document. Funds will be awarded on a reimbursement basis only. This means all contracts have been paid in full and the project is complete before filing for grant payment.

Successful applicants must complete the projects between **June 1, 2004 and October 31, 2004.** Applicants must complete final project reporting procedures, furnish documentation of project completion, and submit expenses to the Maine Department of Transportation within 30 days following completion, but in no case later than **November 30, 2004.**

## PAYMENT PROCESS:

Funds will be awarded on a reimbursement basis of one lump sum payment upon completion of the project. Grantees should file a request for reimbursement and send records of expenditures and documented costs in a FINAL REPORT to the Community Gateways Program at the completion of the project. This report should include:

- Project expense account with documentation of expenditures
- Amounts of any contracts awarded
- Brief summary of the project
- Photographs of the finished project(s)
- Report on volunteer involvement
- Report of Community Partnership Match Participation
- Recommendations and/or explanation of project/program success

Payment can be made only to the contracted local municipal entity after receipt of the

- Report on volunteer involvement
- Report of Community Partnership Match Participation
- Recommendations and/or explanation of project/program success

Payment can be made only to the contracted local municipal entity after receipt of the report and verification of project completion and approval of the project by the MDOT Division Office. Grantees can normally expect payment within 60 days of receipt of expenditure documentation.

## TECHNICAL ASSISTANCE:

Technical assistance is available to all potential grant applicants from MaineDOT. Questions concerning the application process and/or project design and development should be directed to the Community Gateways Program, Landscape Unit, MaineDOT Environmental Office, 16 State House Station, Augusta, ME 04333-0016; Phone (207) 624-3085. All projects must be approved by the local MaineDOT Division Office Community Gateways Contact person or representative prior to submittal to review safety, setback, right-of way, and similar technical issues relating to MaineDOT policy.

### MaineDOT DIVISION OFFICES GATEWAYS CONTACTS

Division 1 Presque Isle	Box 1178, Rice Street, Presque Isle, ME 04769	Brent Bubar 764-2060
Division 2 Ellsworth	Box 539, High Street, Ellsworth, ME 04605	Victor Smith 667-5556
Division 3 Bangor Bangor, ME 04402	Box 1208, 219 Hogan Road, 04402	Terry Hannan 941-4500
Division 4 Fairfield	10 Mountain Avenue, 04937 Fairfield, ME 04937	Brent Snowden 453-7377
Division 5 Rockland	Box 566, 143 Rankin St., 04841 Rockland, ME 04841	Sonny Gorneau 596-2230
Division 6 Scarborough	Box 1940, Portland, 04104 Portland, ME 04104	Dave Sherlock 883-5546
Division 7 Dixfield	P.O. Box 817, 04224 Dixfield, ME 04224	Mark Hume 562-4228

## ASSISTANCE

The Community Gateways Program will be happy to provide assistance with the application process, project design, or technical construction issues. Please feel free to call us.

**207-624-3085**

[http://www.state.me.us/mdot/environmental-office-homepage/other\\_environmental/php](http://www.state.me.us/mdot/environmental-office-homepage/other_environmental/php)



## MAINE DEPARTMENT OF TRANSPORTATION COMMUNITY GATEWAYS COMPETITION PROGRAM PROPOSAL FORMAT

The Grant Proposal Application must be completed, signed and dated. Written proposals should be attached to the application forms and **should not exceed 3 pages**. Sample forms are attached for your use. Proposals should address the purpose and objectives of the Community Gateways Competition Program, and must:

1. Contain an application signed by an authorized municipal employee.
2. Document identification of persons or entities which own or control the property on which the project is to be implemented. Project authorization (permit to work) must be obtained from these persons or entities before work begins and funds are released.
3. Include a location map for the project, preferably a 7 1/2' USGS topographic map.
4. Clearly state the purpose and objectives of the project. The purpose should be one or two sentences. Multiple objectives are acceptable.
5. Contain a descriptive narrative, not to exceed two pages, outlining how the project is to be accomplished and should include the following: proposed project activities, participants (organizations, volunteers, corporate sponsor, groups, etc.) and their role, description of the materials that will be purchased with the grant money, timing of project implementation, administration, facilities and equipment, and result/end product.
6. Contain photos of the project site prior to construction.
7. Specify the person who will be responsible for supervising the project, and indicate that person's qualifications and experience.
8. Designate one person to attend or who has attended a one day training session on roadside safety.
9. Designate one contact person to work with the MaineDOT.
10. Document project coordination with the local MaineDOT Division office.
11. State the public participation and approval process used and significant coordination with other programs.
12. Include names of party or parties responsible for maintenance if the project involves tree, shrub or perennial plantings.
13. Agree to determine whether the proposal has an impact on historic properties.
14. Agree to periodic inspection and post-audit by MaineDOT.

Applications must be postmarked or hand delivered by **4:30 PM Friday, January 30, 2004**. The completed proposal including the **original and four copies** should be mailed to: Community Gateways Competition Environmental Office, Maine Department of Transportation, 16 State House Station, Augusta, Maine 04333-0016; or hand delivered to: Community Gateways Competition Environmental Office, Maine Department of Transportation, 1 Child Street, Augusta, Maine 04333-0016



## APPLICATION



### MDOT COMMUNITY GATEWAYS COMPETITION

( Attach narrative not to exceed 3 pages. include pictures documenting site conditions prior to construction.)

**Applicant:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Committee of primary contact persons: \*One of the committee members must be employed as a staff members or representative of the local government unit.

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Project Location:** Attach a location map, preferably a 7 1/2" USGS topographic map

**Project** will take place on land owned or controlled by: \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Purpose and Objective:** \_\_\_\_\_

\_\_\_\_\_

Does this project reflect a comprehensive municipal plan endorsed by the State Planning Office? \_\_\_\_\_

## Project Personnel

Specify the person who will be responsible for supervising the project. Indicate that person's qualifications and experience: \_\_\_\_\_

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Specify the person working on the project who will attend or has attended a Roadside Safety Training Session. If already trained, indicate the date and location of the safety training: \_\_\_\_\_

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Specify the person who will be the contact person to work with MaineDOT: \_\_\_\_\_

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Please indicate contact made with local MaineDOT Division Office regarding this Community Gateways Project: \_\_\_\_\_

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Briefly state the public participation and approval process used and significant coordination with other programs: \_\_\_\_\_

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If this project involves planting, please identify party or parties responsible for maintenance: Name: \_\_\_\_\_

## MAINE DEPARTMENT OF TRANSPORTATION COMMUNITY GATEWAYS COMPETITION REVIEW CHECKLIST

All applications must contain the following items:

- ☐ Application form signed by an authorized municipal employee
- ☐ Include a USGS TOPO map or copy of a portion of same indicating title of map and location(s) of project(s)
- ☐ Identification of property owners who must give permission for work
- ☐ Purpose and objectives of project
- ☐ Descriptive narrative outlining how project is to be accomplished and result/end product expected
- ☐ Submit a proposed project budget (refer to expense report in Appendix)
- ☐ Photos of the site prior to construction
- ☐ Specify person who will be responsible for project supervision, and indicate that person's qualifications and experience
- ☐ Designation of one person to attend or who has attended safety training
- ☐ Designation of one person to work with MaineDOT
- ☐ Documentation of project coordination with the local MaineDOT Division office
- ☐ State public participation process
- ☐ Maintenance contact for projects with plantings
- ☐ Agree to periodic inspection and post audit by MaineDOT
- ☐ Agree to assist us in determining if the proposal has an impact on historic properties by furnishing further information as requested
- ☐ Mail application and four copies to MaineDOT by January 30, 2004
- ☐ Relation of proposal to comprehensive plan or other community programs



Farmington



Lincolnville Kiosk



Kittery



Hallowell

## APPENDICES

- I. SAMPLE GRANT AWARD
- II. MAP OF MAINEDOT DIVISION OFFICE REGIONS
- III. SAMPLE EXPENSE FORM FOR REIMBURSEMENT
- IV. SAME VOLUNTEER RELEASE FORM





**MAINE DEPARTMENT OF TRANSPORTATION  
SAMPLE NOTICE OF AWARD  
&  
GRANT AGREEMENT  
&  
MUNICIPAL/STATE AGREEMENT**

BETWEEN THE

AND THE STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION  
REGARDING  
LANDSCAPE MAINTENANCE RESPONSIBILITIES  
UNDER THE

COMMUNITY GATEWAY PROJECT #

This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_ 2001 between \_\_\_\_\_, and the STATE OF MAINE through its Department of Transportation establishes the landscape maintenance responsibilities of the \_\_\_\_\_ Gateway Project and the Maine Department of Transportation located at Community Gateways Project #CGC.

WITNESSETH:

WHEREAS the Municipality is about to perform roadside improvements in accordance with Municipality prepared Community Gateway Application.

WHEREAS the Municipality has requested participation by the State in the costs of roadside improvement material acquisition in accordance with the terms of the State's "Community Gateways Competition Program"; and

WHEREAS the State is willing to participate in the costs of the materials acquisition as hereafter set forth.

IT IS, THEREFORE, MUTUALLY AGREED AS FOLLOWS:

1. The Municipality will comply with all requirements contained in the Maine Department of Transportation's Community Gateways Competition Program Application. The Municipality shall acquire and install the roadside improvement materials in accordance with the location, timeline, and project description submitted in Municipality's approved Community Gateways Competition Application.
2. That reimbursement under this award will be made in full as one lump sum payment at the completion of the project. The State of Maine will pay for 100% of all eligible project costs not to exceed the award amount. The grantee will furnish proof of payment with detailed bills, warrants or vouchers.
3. All planting stock shall meet or exceed ANSI Z60.1-1990 set forth in the American Standard for Nursery Stock, published by the American Association of Nurserymen, 1250 I Street, NW, Suite 500, Washington, DC 20005 (202) 789-2900.

4. All contracts entered into for roadside improvements shall meet or exceed the Standard

*Grant  
Award/  
Agree-  
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I

Specifications of the Maine Department of Transportation, Revision of April 1995.

5. The Municipality shall, without cost or expense to the State, obtain all rights-of-way, easements, construction permits and/or any other permits or sanctions that may be required in connection with the installation of roadside improvements, and shall promptly furnish the State with certified copies of the documents for those rights-of-way, easements, construction permits and/or other permits and sanctions required. No part of this grant will be used to pay for land or land charges.

6. The Municipality shall sign a maintenance agreement acceptable to the Department which assures an appropriate level of maintenance necessary to maintain the improvements constructed under the project in order to preserve the use and function thereof as intended by the project. The Municipality shall provide for proper maintenance with no cost or expense to the State. Maintenance shall include, but not be limited to, removal and replacement of materials that fail to survive.

7. The Municipality shall, in connection with the completion of this project, comply and cause its contractor to comply with the following conditions:

- A. Use of State right-of-way shall in no way impair or interfere with the safety or convenience of the traveling public in its use of the highway.
- B. Preserve and protect all utilities located on lands covered by this agreement, without cost or expense to the State.
- C. As required, notify DIG SAFE (1+888-344-7233) at least 3 working days before any excavation is done on this project. The area to be excavated shall be clearly marked with white paint prior to calling DIG SAFE.
- D. Any signage shall conform to the Maine Traveler Information Services Act as amended through 1995, 23 Maine Revised Statutes Annotated 1901-1925.
- E. Upon completion of the installation of this project, and during performance of maintenance operations, restore all disturbed areas so as to perpetuate satisfactory drainage, erosion and sediment control, and aesthetics.

Any use of State right-of-way permitted by this agreement shall remain subordinate to the right of the State to use the property for highway and transportation purposes. This agreement does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area, or wildlife or waterfowl refuge facility that would become subject to Section 4 (f) of the Federal-Aid Highway Act of 1968.

8. All employees of the Municipality and all other persons employed by the Municipality or volunteering in the performance of the installation, and/or maintenance under this agreement shall not be considered employees of the State. All claims that arise under the Worker's Compensation Act of the State of Maine on behalf of employees while so engaged, and all claims made by any third parties as a consequence, or any act or omission on the part of the employees while so engaged in the performance of installation, and/or maintenance covered under this agreement shall in no way be the obligation

or responsibility of the State. The Municipality shall require that any volunteers, engaged in the performance of installation, and/or maintenance covered under this agreement, must be 13 years of age or older.

9. The Municipality shall conform to all federal, state and local environmental regulations and historic preservation requirements associated with this agreement.

10. The content and location of all signage to be installed as part of this agreement must be approved in writing prior to installation.

11. That a final report shall be provided to the Maine Department of Transportation no later than December 15, 2002. said report shall include, but not be limited to the following information:

- A. The total amount of funds expended and in kind services utilized as a part of this grant (with a completed expense for);
- B. The number of contracts awarded and the dollar value of these contracts;
- C. A brief (including post construction photos) summary of the project highlighting the improvements accomplished with this grant to include:

- 1. restatement of project summary.
- 2. Actual accomplishments compared to original objectives (referring to original application with addendum) include post construction photos.
- 3. Signed copy of the Municipality's maintenance agreement.
- 4. Number and names of volunteers and volunteer groups that assisted in the project.
- 5. Difficulties encountered.
- 6. Recommendation for improvements in future Community Gateways Competition Program grants.

12. All other reports as required by the MAINEDOT relative to this grant project will be provided as requested.

WITNESSETH, that

WHEREAS, the proposed construction is situated within the compact urban area maintained by the MUNICIPALITY;

NOW THEREFORE, the MUNICIPALITY and the STATE further agree to the following:

13. The MUNICIPALITY agrees:

- A. To provide for maintenance of all construction, signage and landscaping which has been installed as part of the above referenced projects in the areas described in the Community Gateway Competition Application.

B. To provide for maintenance of landscaping elements to include grass, trees and shrubs which have been installed.

C. To provide for maintenance of said landscaping as follows;

1. Timely control to include mulching and application of herbicides as necessary and control of disease and insects with appropriate insecticides as necessary.
  2. Pruning and trimming as necessary to maintain healthy conditions of plants and/or to remove dead material of that which is considered to pose safety hazards and unsightly conditions.
  3. Replacement of dead or dying plant material as necessary with new material of the same type and size as planted under the original contract.
  4. Watering during periods of extended dry spells and drought.
  5. Mowing a minimum of once per month during the summer mowing season or as weather conditions and growth dictate.
  6. Fertilize turf areas, trees and shrubs when appropriate and using materials suitable for the application.
- Removal of litter.

D. To accept and commence the above maintenance responsibilities on completion of project.

E. To provide maintenance of all construction, signage and other landscape features including repainting or staining, pressure washing, caulking etc. as appropriate.

II. The STATE agrees:

To provide technical assistance to the \_\_\_\_\_ in making recommendations for material and procedures to carry out said maintenance when requested by the municipality.

IN WITNESS THEREOF, the parties have executed this agreement on the day and year first written above; the STATE OF MAINE, acting by and through its Department of Transportation, by its Commissioner, hereunto duly authorized, and the Town of Castine a written record or statement thereof being attached hereto and made a part thereof.

Witness:

STATE OF MAINE  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_ By: \_\_\_\_\_  
John G. Melrose, Commissioner

\_\_\_\_\_ 

Witness:

\_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_ Date

**GRANT PERIOD:**  
**2002**

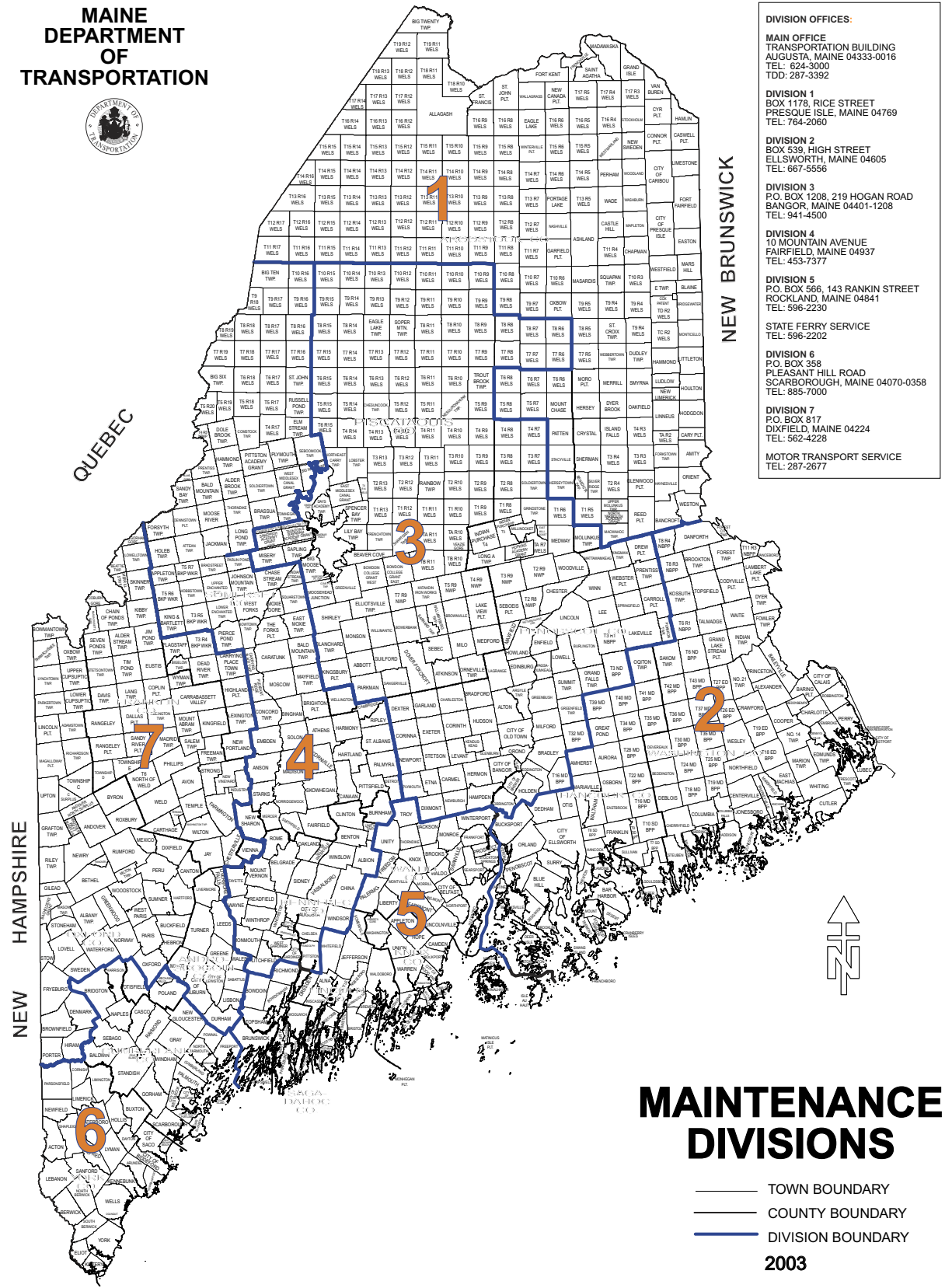
**MAXIMUM GRANT AWARD: \$**

**PROJECT COMPLETION DEADLINE: NOVEMBER 15, 2002.**  
**FINAL REIMBURSEMENT DEADLINE: DECEMBER 15, 2002.**

**MAINE DEPARTMENT OF TRANSPORTATION CONTACT:**

**AUGUSTA OFFICE:**      **Kent Cooper**  
**Community Gateways Coordinator**  
**Environmental Office**  
**Maine Department of Transportation**  
**16 State House Station**  
**Augusta, ME 04333-0016**  
**(207) 624-3085 TDD (207) 287-3392**  
**email: kent.cooper@maine.gov**

**MAINE  
DEPARTMENT  
OF  
TRANSPORTATION**



**DIVISION OFFICES:**

**MAIN OFFICE**  
TRANSPORTATION BUILDING  
AUGUSTA, MAINE 04333-0016  
TEL: 624-3000  
TDD: 287-3392

**DIVISION 1**  
BOX 1178, RICE STREET  
PRESQUE ISLE, MAINE 04769  
TEL: 764-2060

**DIVISION 2**  
BOX 539, HIGH STREET  
ELLSWORTH, MAINE 04805  
TEL: 667-5556

**DIVISION 3**  
P.O. BOX 1208, 219 HOGAN ROAD  
BANGOR, MAINE 04401-1208  
TEL: 941-4500

**DIVISION 4**  
10 MOUNTAIN AVENUE  
FAIRFIELD, MAINE 04937  
TEL: 453-7377

**DIVISION 5**  
P.O. BOX 566, 143 RANKIN STREET  
ROCKLAND, MAINE 04841  
TEL: 596-2230

**STATE FERRY SERVICE**  
TEL: 596-2202

**DIVISION 6**  
P.O. BOX 358  
PLEASANT HILL ROAD  
SCARBOROUGH, MAINE 04070-0358  
TEL: 885-7000

**DIVISION 7**  
P.O. BOX 817  
DIXFIELD, MAINE 04224  
TEL: 562-4228

**MOTOR TRANSPORT SERVICE**  
TEL: 287-2677

**NEW BRUNSWICK**

**QUEBEC**

**NEW HAMPSHIRE**

**MAINTENANCE  
DIVISIONS**

- TOWN BOUNDARY
  - COUNTY BOUNDARY
  - DIVISION BOUNDARY
- 2003**

**MDOT  
Division  
Office  
Regions  
Map**

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**II**



MDOT COMMUNITY GATEWAYS PROGRAM  
SAMPLE EXPENSE REPORT  
(COMPLETE ONLY APPLICABLE SECTIONS)

A. PURCHASE COSTS ELIGIBLE FOR REIMBURSEMENT  
(PLEASE ATTACH PAID INVOICES)

**ITEM(S) (INCLUDE DETAILS, UNIT PRICE, ETC.) COST**

- 1.
- 2.
- 3.
- 4.
- 5.

TOTAL PURCHASE COSTS ELIGIBLE FOR REIMBURSEMENT: .....\$ \_\_\_\_\_

B. PARTNERSHIP MATCH IN-KIND COSTS

(For example town manager x amount dollars at; Public works 3 men, hours, cost;  
Additional purchases over \$10,000; contractor bills additional, etc.)

- 1.
- 2.
- 3.

PARTNERSHIP MATCH IN-KIND COSTS : .....\$ \_\_\_\_\_

C. PARTNERSHIP MATCH VOLUNTEER/DONATION VALUE

(For example number of volunteers at dollar value; soil donation value, donated  
plants, etc.)

\* \* \* This can include numerous volunteer projects related to community enhance-  
ment as part of a Comprehensive community program.

- 1.
- 2.
- 3.
- 4.
- 5.

TOTAL PARTNERSHIP MATCH VOLUNTEER/DONATION : .....\$ \_\_\_\_\_

The reimbursement portion of this program will fund purchases only.

**PARTNERSHIP MATCH**

TOTAL PARTNERSHIP MATCH IN-KIND COSTS (ADDITIONAL): .....\$ \_\_\_\_\_

TOTAL PARTNERSHIP MATCH VOLUNTEER/DONATIONS: .....\$ \_\_\_\_\_

TOTAL PARTNERSHIP MATCH: .....\$ \_\_\_\_\_

*Expense  
Form for  
Reim-  
bursement*

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**III**

# SAMPLE

## REGISTER AND RELEASE FOR COMMUNITY GATEWAYS PROGRAM

I, a member of the \_\_\_\_\_

\_\_\_\_\_ have received safety training information (as provided by MDOT) as a prerequisite to participation in the Community Gateways Program.

I do hereby release and discharge the State of Maine, the Maine Department of Transportation, and their officers, agents and employees, from all claims, demands and, or, injuries or, conditions which may result from my participation in the Community Gateways Program and/or other voluntary activities.

I further agree to hold harmless the State of Maine, the Maine Department of Transportation, and their officers, agents and employees, from liability for any damages or injuries that result from any acts or failure to act on my part during participation in the Community Gateways Program and said voluntary activities.

Signature

Address

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LIST OF RESOURCES which may be able to provide assistance or information affecting your project.

Maine Department of Transportation  
Division Offices Map - Appendix III  
MDOT Environmental Office  
16 State House Station  
Augusta, ME 04333-0016 (207) 287-3369

University of Maine  
College of Plant, Soil and Environmental Sciences Department  
104 Deering Hall  
Orono, ME 04469 (207) 581-2919

Pine Tree State Arboretum  
PO Box 344  
Augusta, ME 04332 (207) 621-0031

Maine Community Forestry Program  
Maine Forest Service  
22 State House Station  
Augusta, ME 04333-0022 (207) 287-4988

Local offices of the following organizations:  
- U.S.D.A. Natural Resources Conservation Service (N.R.C.S.)  
- Soil and Water Conservation Districts (S.W.C.D.)  
- Regional Planning Commissions and Councils  
- Regional Transportation Advisory Committee (RTAC)  
- Maine Landscape & Nursery Association Members (MELNA)  
- University of Maine Cooperative Extension  
- Master Gardener Program

Written materials:  
Community Roadside Landscaping Partnership Program: 1996 Training  
School, Minnesota Department of Transportation, Office of Environmental Services.

Copies available at:  
MDOT Division Offices and,  
MDOT Environmental Office

## **FREQUENTLY ASKED QUESTIONS**

**?**

### ***How much money can we get?***

Grants will reimburse purchases up to **\$10,000**.

But if you use this as seed money we hope you get a Community project worth a great deal more!

**?**

### ***What can a grant fund?***

Grants are for **PURCHASES** of items and materials for Community Gateways Projects, some examples are:

Purchase of signs

Purchase of trees, shrubs or perennials

Purchase of benches

Purchase of site furnishings, a fountain, flagpole, or planters.

Purchase of materials for development of a park or turn-out.

**?**

### ***Who can apply?***

Although any group can sponsor a project, the Grant Application, Application for Reimbursement, and Maintenance Agreement must come from the local municipality, city, or town.

**?**

### ***Is a “Welcome Sign” required?***

Although a sign might be a significant gateway to a community, a sign not need be part of the project.

**?**

### ***Who can help with a design and Application?***

Local municipal officials, planners or volunteer.

Architects, landscape architects, nurseryman, garden clubs.

The MDOT Landscape Unit can provide some assistance your Grant Application, and with implementation to grant recipients.

**?**

### ***What if we don’t have a design drawing?***

A well developed concept and appropriate budgets are adequate for the Grant Application. A site plan and USGS Topo Map are required submittals, and as much detail as possible will certainly be an advantage in the competition.